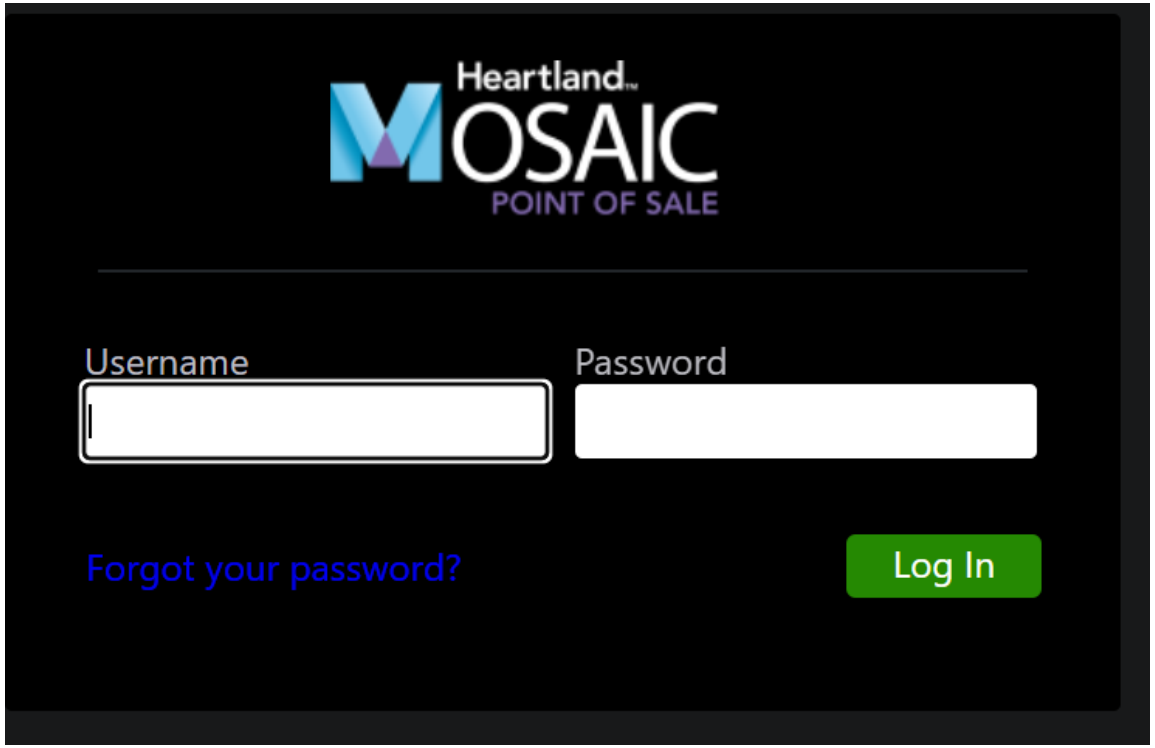
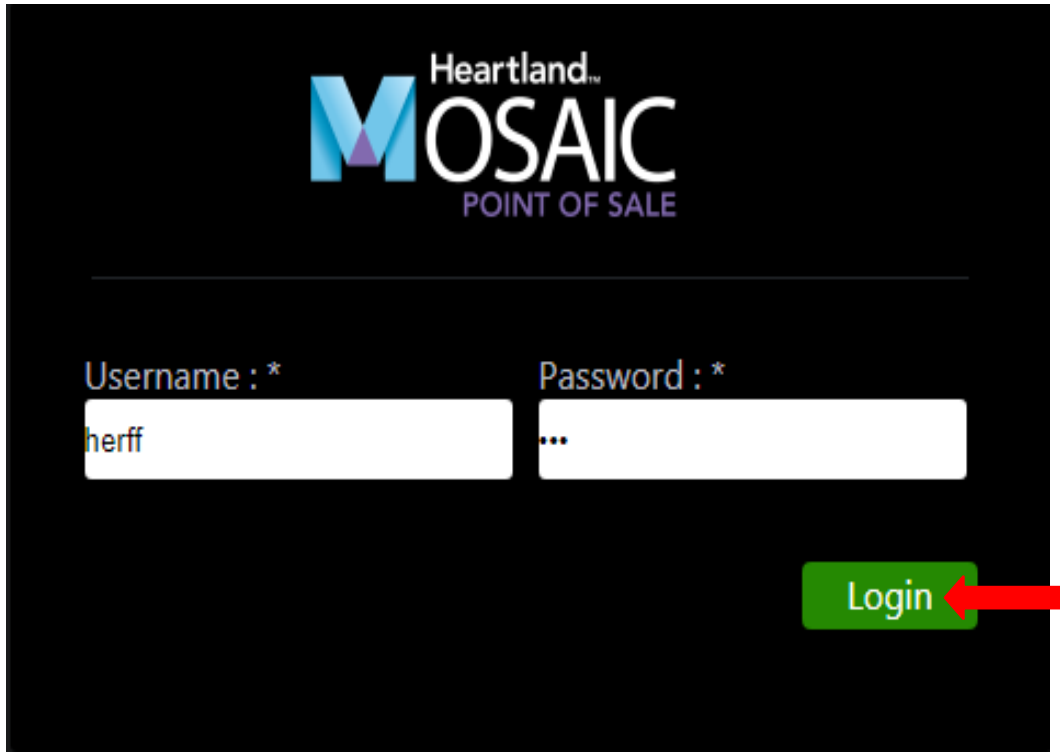


Mosaic Serving In the Classroom How To!

Meals are to be counted for each student who receives a reimbursable meal.

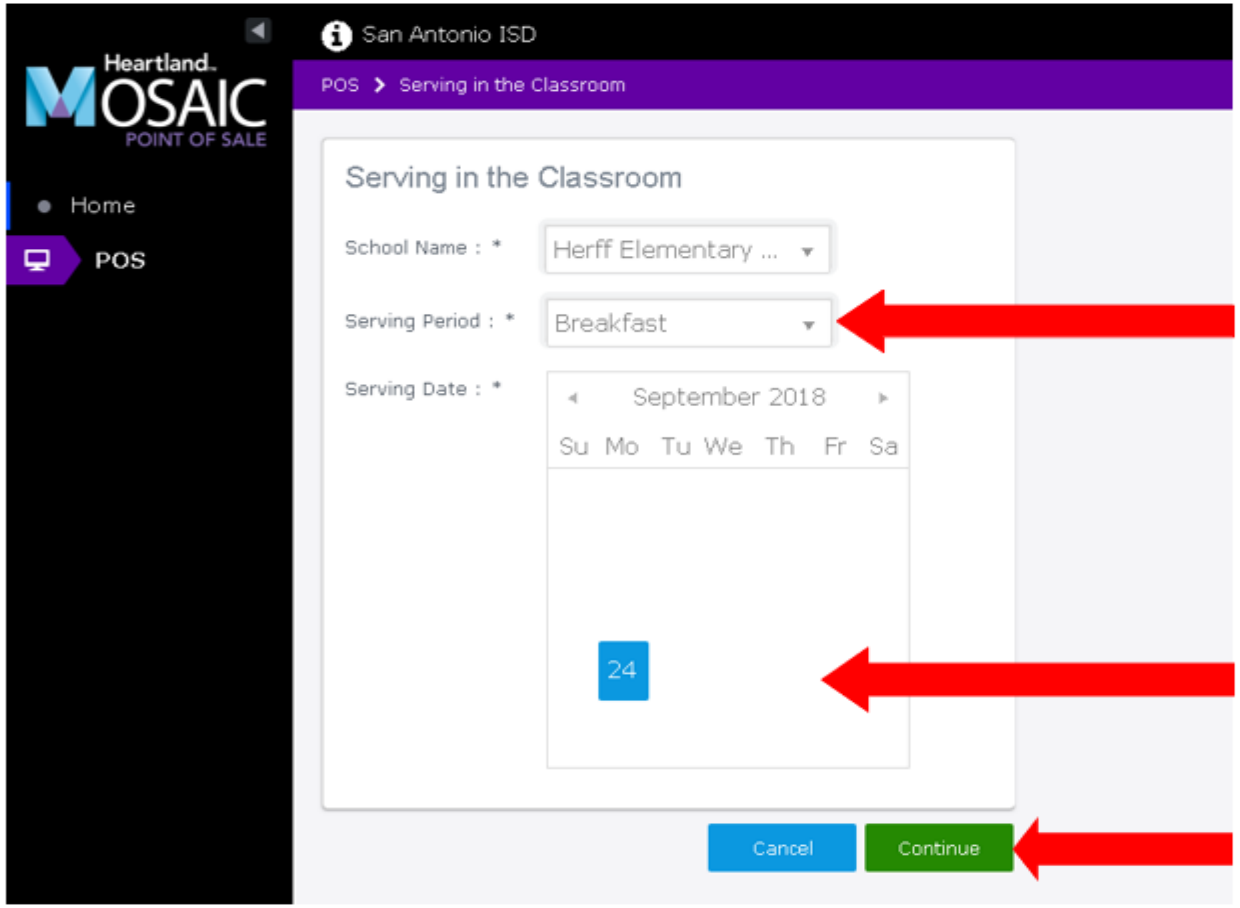
Meals will be counted using Child Nutrition Software: **Mosaic-Serving In the Classroom.** The software can be accessed at https://www.saisd.net/page/nutrition-home

Mosaic Serving in the Classroom!



Type username (CAMPUS NAME)
Type password (CAMPUS NUMBER)
Click **LOGIN**

Mosaic – Serving in the Classroom



Click the dropdown and select the correct Serving Period **Breakfast, Lunch, PM Head Start Snack or Supper.**

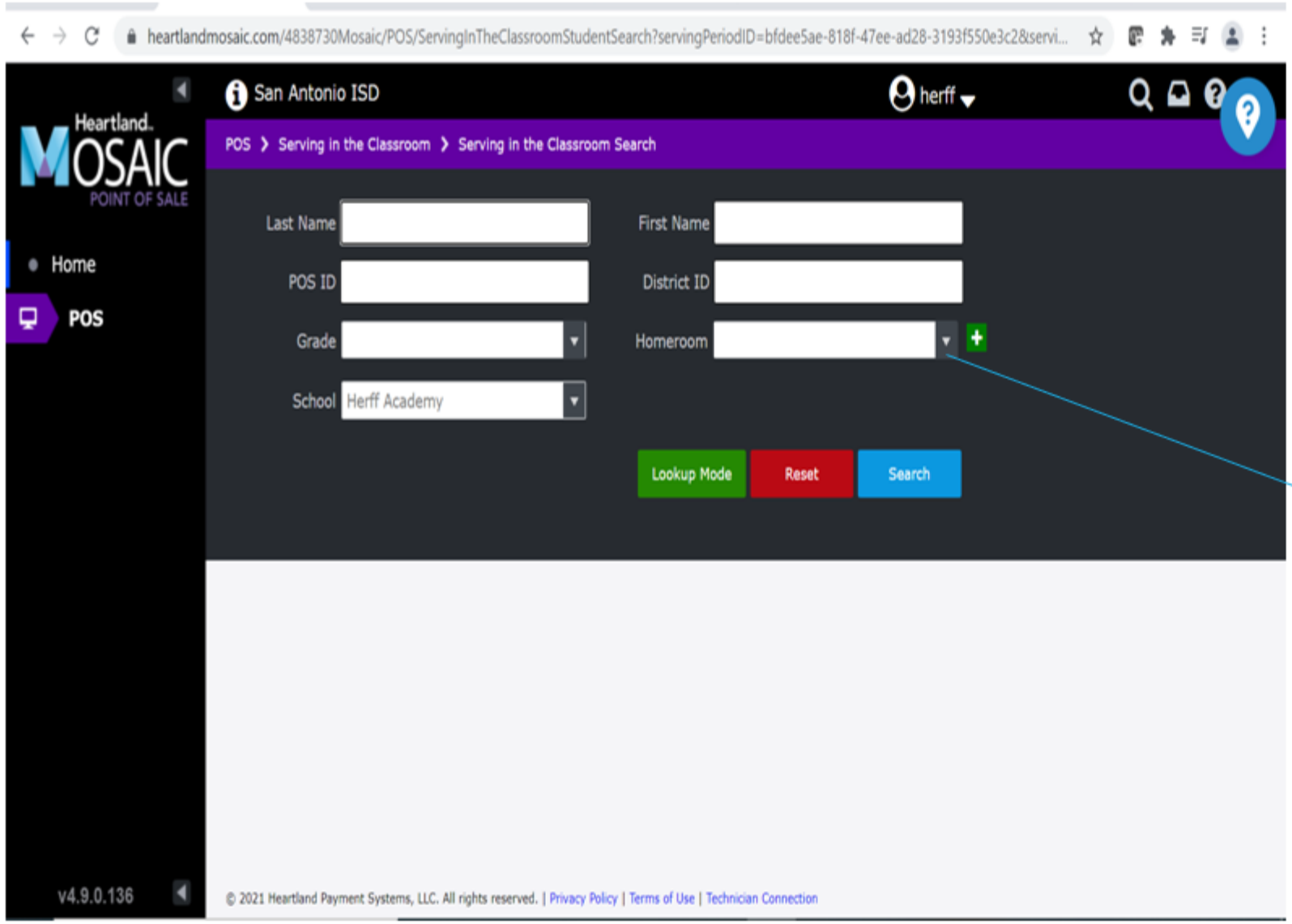
Make sure the date is the **Current Day. It should automatically be set to the Current Day.**

Then Click **Continue.**

The process from this point is exactly the same for each Meal Period.

*** If you select the wrong meal period, please notify the manager immediately. ***

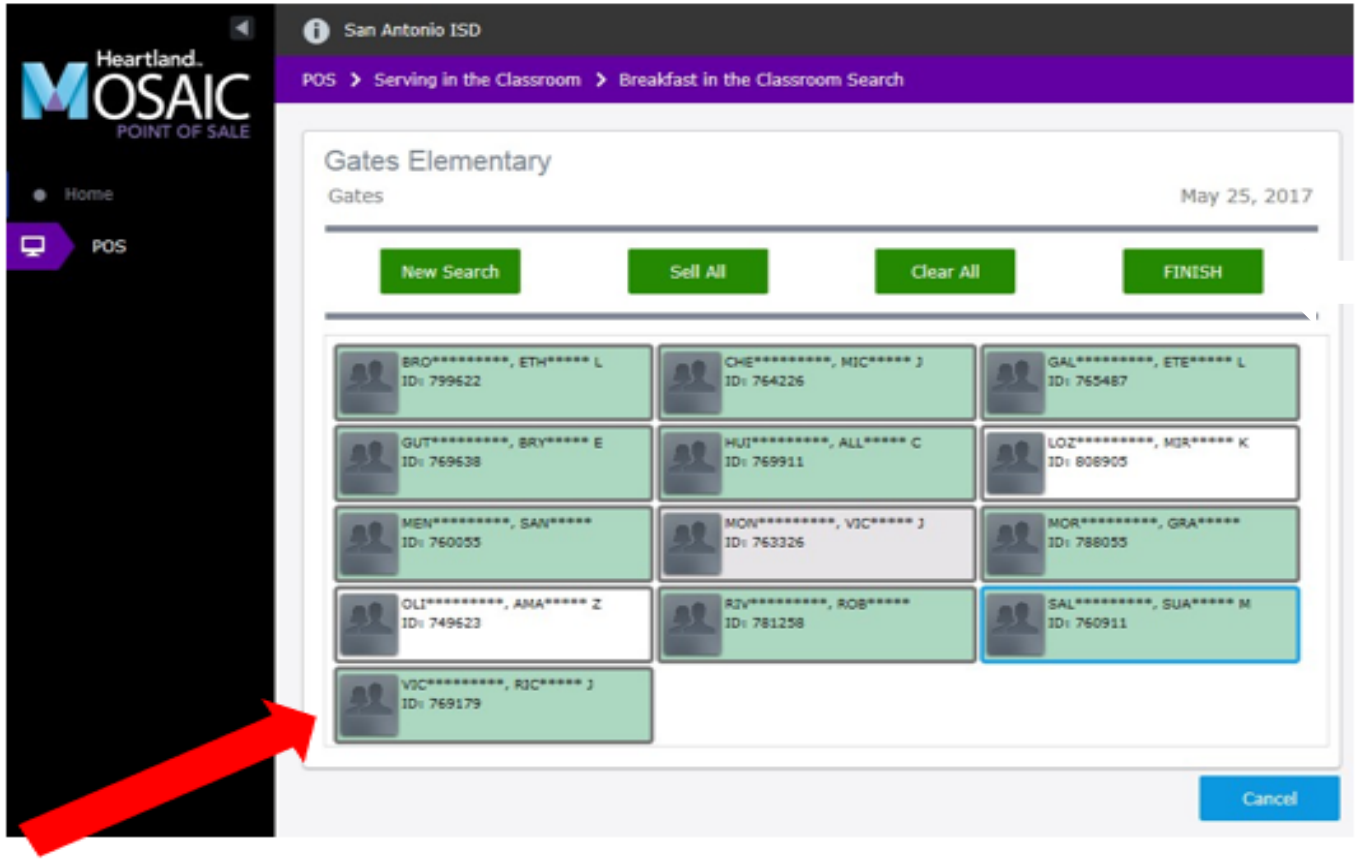
Mosaic – Serving in the Classroom



The following screen will allow access to Homeroom by Teacher Name.

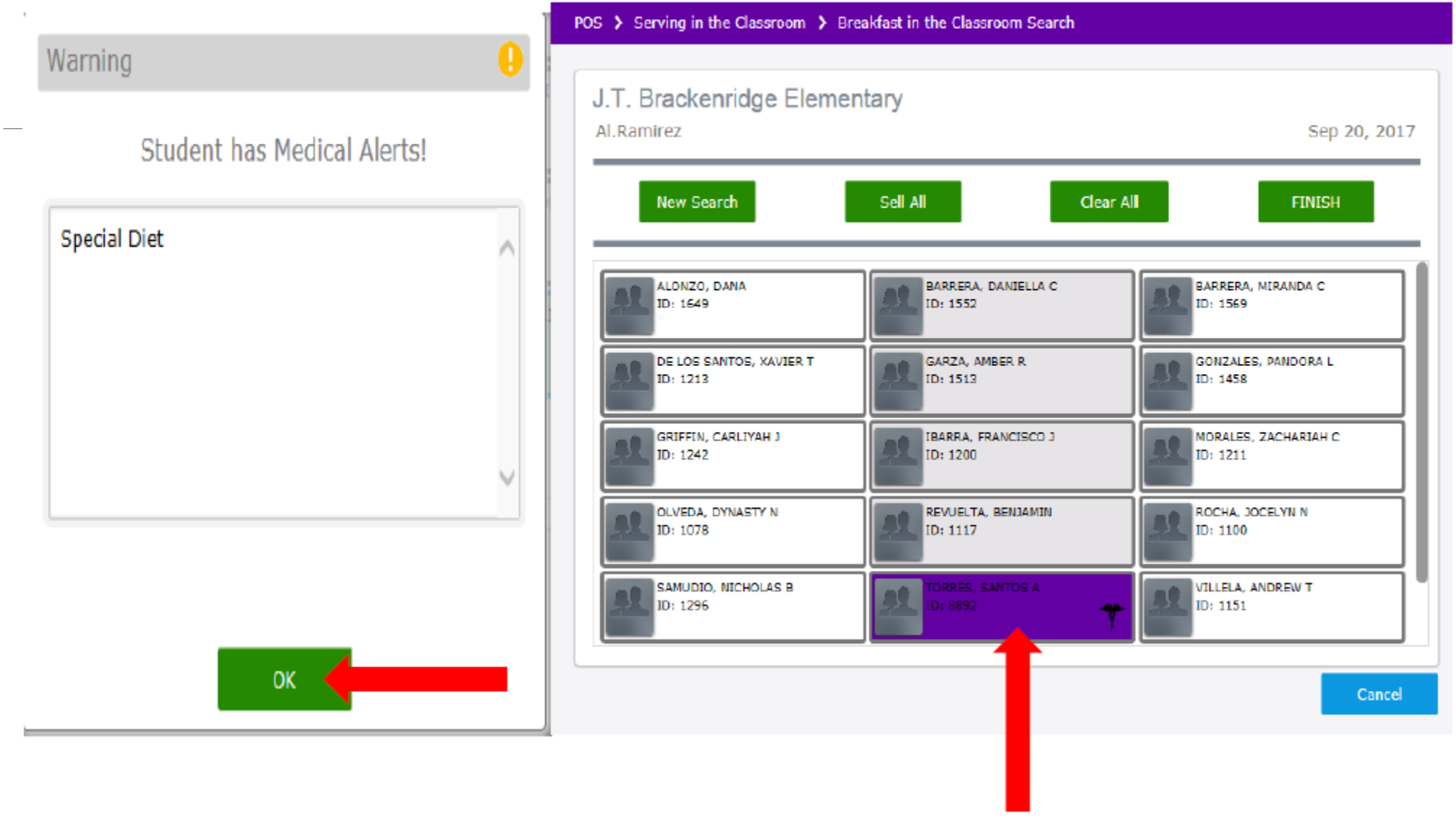
Click the ***Homeroom drop down arrow*** and select your name.

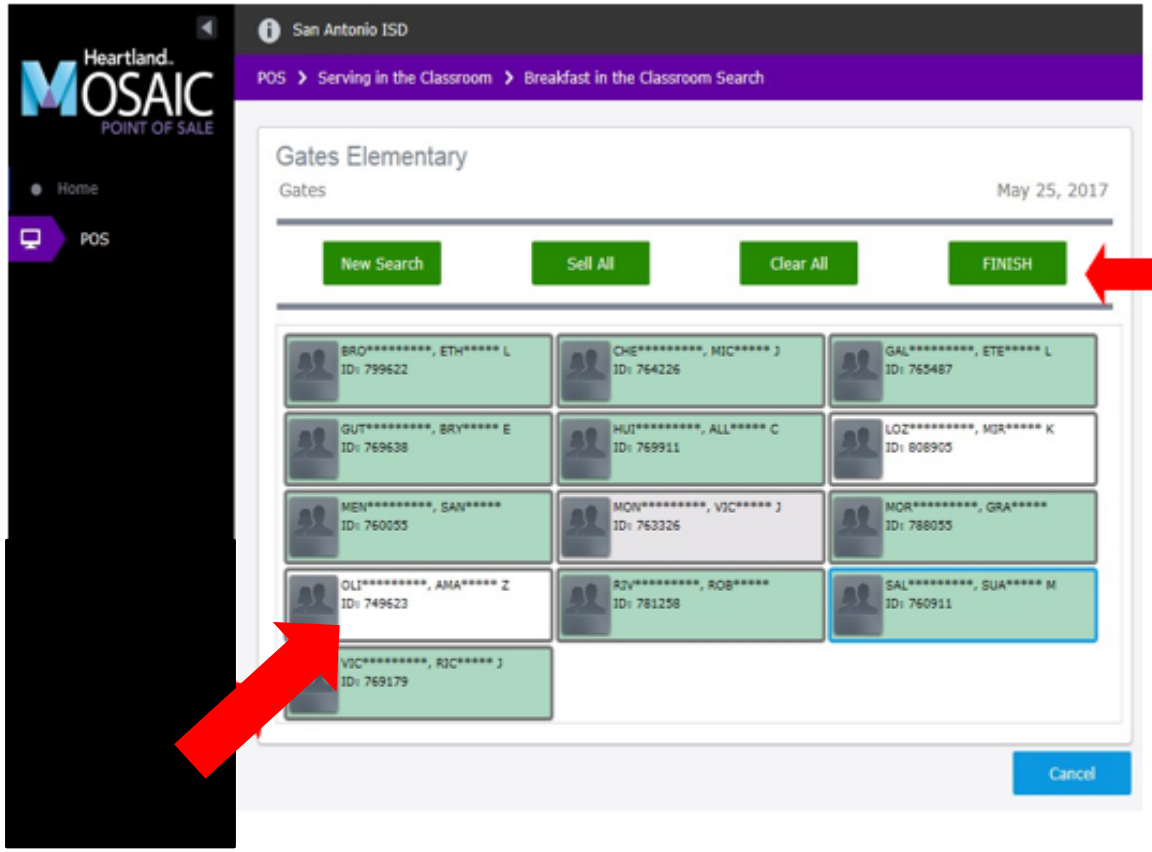
Verify the students listed are the correct classroom. Click only on students who took a meal.



The student names in the green box indicate that the student was selected as receiving a meal.

If you click a student with a special diet (highlighted purple) you will see the following alert. Take note of the alert and make sure the students get the correct meal. Click **OK** to continue.

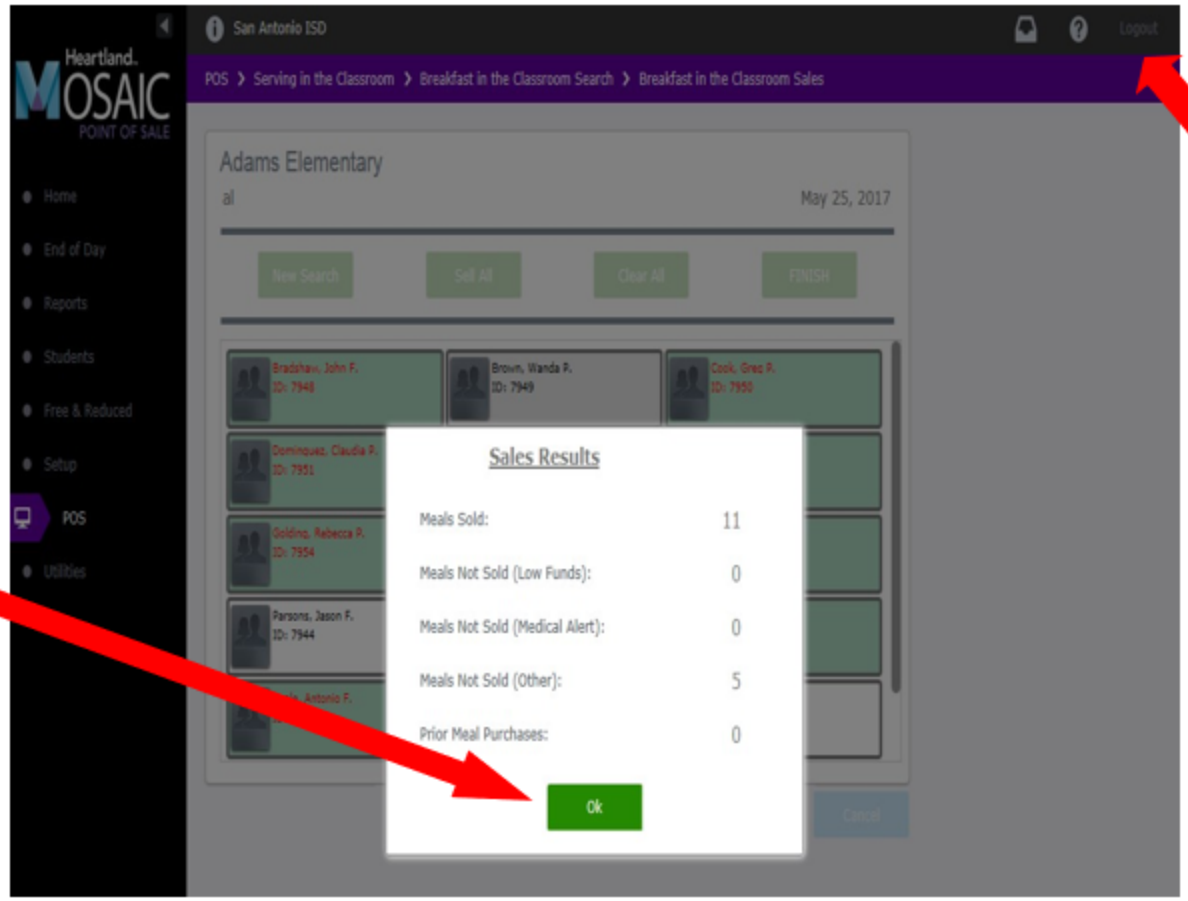




When done click **Finish**.

Students who do not eat a meal will be in a white box. Nothing else needs to be done.

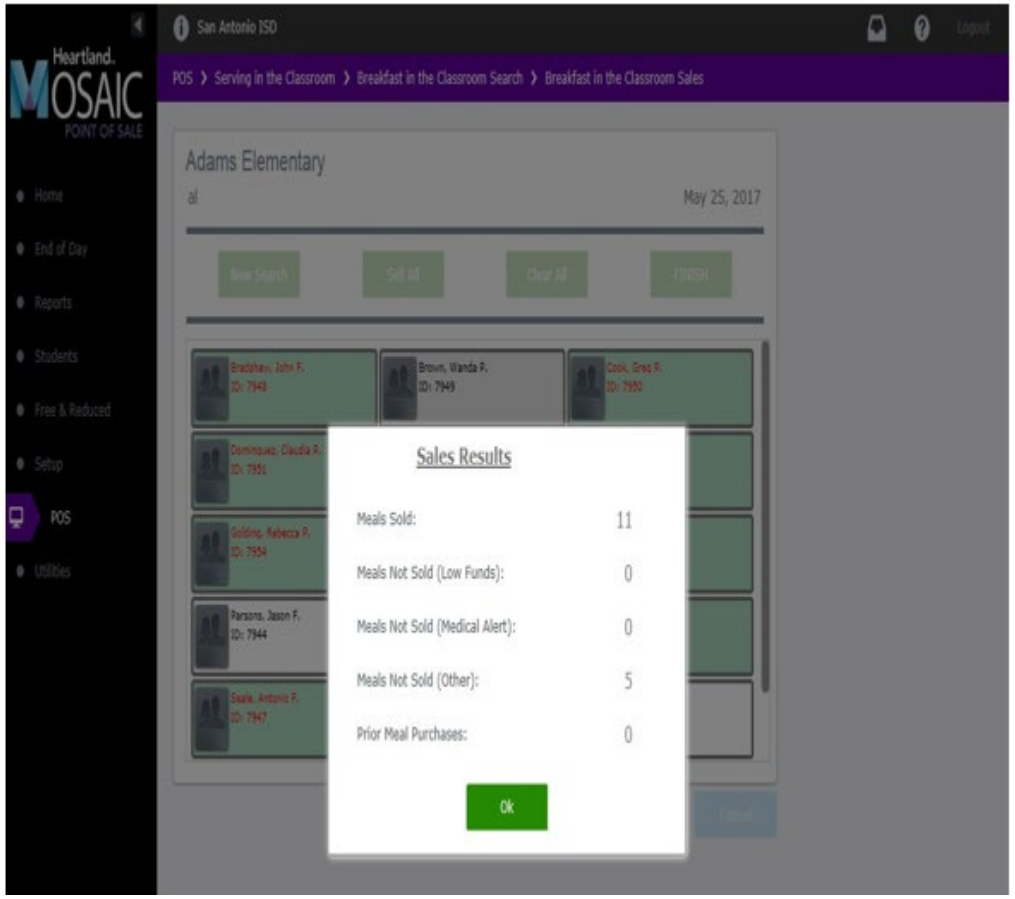
After clicking **FINISH,** the next screen will show how many meals were sold. Click **OK.**



After clicking **OK** logout by clicking on **Logout** in the upper right corner.

Meal counts will be transferred to CN manager once the OK button has been clicked.

Submission of Meals



Complete and submit by the following:

- **Breakfast** should be completed and submitted **no later than 9am.**
- **Lunch** should be completed and submitted **no later than 11:50 am .**
- **PM Snack** should be completed and submitted **no later than1:50 pm.**

Manual Counting of Meals

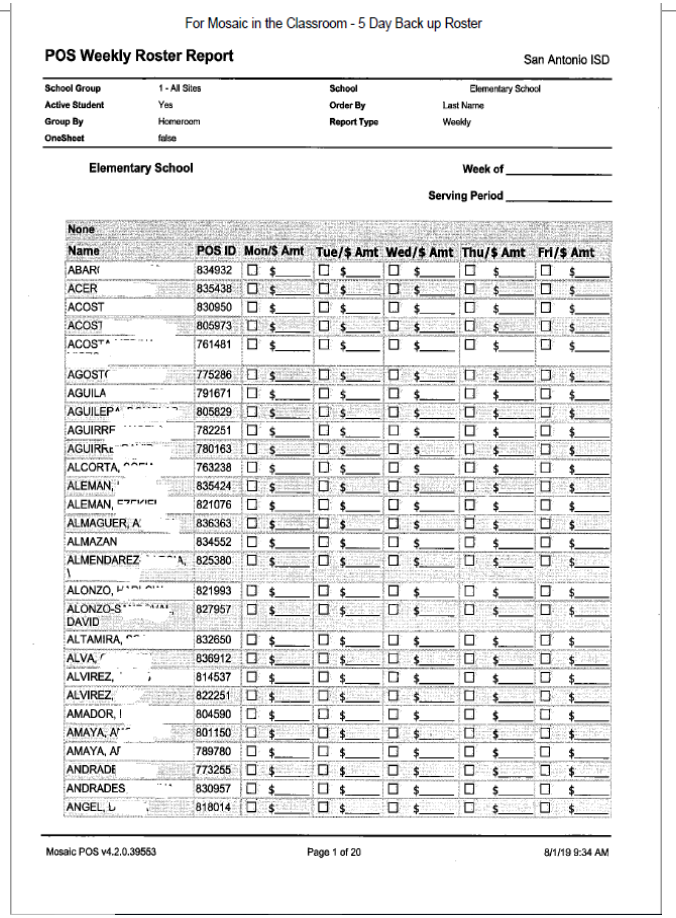
Use **PAPER** student roster provided in folder **IF**

1)Student name does not appear, or

2)Mosaic system is down, or

3)Substitutes and IAs who do not have access to computer,

4) Place roster back in folder provided.



For Mosaic in the Classroom - 5 Day Back up Roster

POS Weekly Roster Report San Antonio ISD

School Group	1 - All Sites	School	Elementary School
Active Student	Yes	Order By	Last Name
Group By	Homeroom	Report Type	Weekly
OneSheet	false		

Elementary School Week of _____

Serving Period _____

None

Name	POS ID	Mon/$ Amt	Tue/$ Amt	Wed/$ Amt	Thu/$ Amt	Fri/$ Amt
ABAR	834932	☐ $	☐ $	☐ $	☐ $	☐ $
ACER	835438	☐ $	☐ $	☐ $	☐ $	☐ $
ACOST	830950	☐ $	☐ $	☐ $	☐ $	☐ $
ACOST	805973	☐ $	☐ $	☐ $	☐ $	☐ $
ACOST	761481	☐ $	☐ $	☐ $	☐ $	☐ $
AGOST	775286	☐ $	☐ $	☐ $	☐ $	☐ $
AGUILA	791671	☐ $	☐ $	☐ $	☐ $	☐ $
AGUILEP	805829	☐ $	☐ $	☐ $	☐ $	☐ $
AGUIRRF	782251	☐ $	☐ $	☐ $	☐ $	☐ $
AGUIRR	780163	☐ $	☐ $	☐ $	☐ $	☐ $
ALCORTA,	763238	☐ $	☐ $	☐ $	☐ $	☐ $
ALEMAN,	835424	☐ $	☐ $	☐ $	☐ $	☐ $
ALEMAN,	821076	☐ $	☐ $	☐ $	☐ $	☐ $
ALMAGUER, A	836363	☐ $	☐ $	☐ $	☐ $	☐ $
ALMAZAN	834552	☐ $	☐ $	☐ $	☐ $	☐ $
ALMENDAREZ	825380	☐ $	☐ $	☐ $	☐ $	☐ $
ALONZO,	821993	☐ $	☐ $	☐ $	☐ $	☐ $
ALONZO-S DAVID	827957	☐ $	☐ $	☐ $	☐ $	☐ $
ALTAMIRA,	832650	☐ $	☐ $	☐ $	☐ $	☐ $
ALVA,	836912	☐ $	☐ $	☐ $	☐ $	☐ $
ALVIREZ,	814537	☐ $	☐ $	☐ $	☐ $	☐ $
ALVIREZ,	822251	☐ $	☐ $	☐ $	☐ $	☐ $
AMADOR, I	804590	☐ $	☐ $	☐ $	☐ $	☐ $
AMAYA, A	801150	☐ $	☐ $	☐ $	☐ $	☐ $
AMAYA, A	789780	☐ $	☐ $	☐ $	☐ $	☐ $
ANDRADE	773255	☐ $	☐ $	☐ $	☐ $	☐ $
ANDRADES	830957	☐ $	☐ $	☐ $	☐ $	☐ $
ANGEL, L	818014	☐ $	☐ $	☐ $	☐ $	☐ $

Mosaic POS v4.2.0.39553 Page 1 of 20 8/1/19 9:34 AM

Assistance with Mosaic Serving in the Classroom

Call Xavier at CN Help Desk

210-554-2292